

TITLE I EQUIPMENT USE LOG

Employee Full Name: _____

Room # _____

The purpose of this log is to establish a record for Title I equipment. A signature on this log is required to indicate that the Employee has read, understands, and agrees to the following provisions:

1. Employees shall complete and sign the Equipment Use Log. Log is maintained at the school or department.
2. Employees shall take care of the entrusted equipment and report and damage or needed repair, beyond the normal wear and tear associated with general use, to administrator and/or administrator's designee.
3. Equipment must be on WCSD grounds during work hours.
4. Equipment location is to be verified at the beginning and end of each school year.
5. Employee has complete responsibility for all the pieces of equipment listed below.
6. Employee understands that failure to return the equipment entrusted to him/her will result in a School Police Report.

Date Equipment Checked Out	Type of Equipment	Serial #	Tag Number	Date Equipment Returned	Notes

Employee Signature: _____ Date _____

Person Tracking Inventory _____ Date _____